

City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3240 • Fax: 408-586-3285

Building Inspection Request Requirements

**The following information will help you arrange your needed inspections.
Building Inspection Request Line: 408-586-3259**

► Calling to Schedule an Inspection:

1. Call at least one (1) business day before you need the inspection.

- You must call before 3:30 P.M. for a next business day inspection; **please be aware that during heavy inspection demands, we may not be able to meet next day inspection and we will notify you.**
- Calls received after 3:30 P.M. will not get next-day inspection, but will be scheduled for the second business day—no exceptions please.
- Calls received Friday after 3:30 P.M. through Sunday will be scheduled for the following Tuesday.
- Holiday Scheduling: if you call after 3:30 P.M. the day before a holiday, your inspection will be scheduled the second business day after the holiday.

2. Please leave the following complete information on the Request Line (408-586-3259):

- Permit Number _____
- Project Site Address _____
- Type of Inspection _____
- Your name and phone number _____ (Not a pager number)
- Inspector's name if known _____
- If you do not want next day, please indicate the exact day.
- Preference for an A.M. or P.M. inspection _____ (Note: Times are not guaranteed)
(General Time Frame: A.M. = 8:00 – 12:00; P.M. = 1:00 – 4:00)

3. If you are calling for the First Inspection on this project:

We will assign an Inspector and will call you the day before the first inspection with the Inspector's name.
Sub contractors: Please contact your general contractor for the name of the assigned Inspector.

4. Calling your Inspector.

You may also choose to call your assigned Inspector between 7:30 – 8:00 A.M. on the scheduled inspection day if you want to confirm his or her arrival time. Please see the list of Inspectors on the back of this page.

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► Building Inspectors:

This list is subject to change without notice.

KEN BROWN 586-3249
DON HALL 586-3250
ERICH MITSCH 586-3253
DORSEY WISEMAN 586-3246
MIKE MARIANO 586-3268
JIM DUTTON 586-3258
MARK HILLABRANDT ... 586-3252

► Cancellations:

If the work will not be ready in time for the inspection, please call your inspector to cancel, or call the request Line at 408-586-3259 **before** 8:00 A.M.

► Reinspection Fee:

The reinspection Fee is \$65.00. Reinspection Fees may be charged when inspections are requested and:

- a. work for which the inspection was requested is not completed or when corrections called for are not made;
- b. permit cards and/or approved plans are not available at the job site at the time of the inspection;
- c. failure to provide access to the project, including proper ladders; or
- d. for deviation from plans requiring the submission of revised plans.